

Supreme Court of Nevada  
ADMINISTRATIVE OFFICE OF THE COURTS

Supreme Court Building  
201 South Carson Street, Suite 250  
Carson City, Nevada 89701-4702



RONALD R. TITUS  
Director and  
State Court Administrator

## **Court Research Analyst Position # 0014**

This position is within the Judicial Programs and Services Division, Administrative Office of the Courts, and supports all aspects of the Uniform System for Judicial Records (USJR) court statistical reporting project and other research projects. Tasks include data entry and quantitative research of statewide court data, assisting with development of research data dictionaries and definitions, drafting reports for publication, and other related tasks. The incumbent must communicate clearly and effectively with judges, court administrators, staff, consultants, contract employees, customers, and senior positions in various state and local agencies. The incumbent must also be able to understand the business needs of the courts and recommend to management appropriate activities to meet those needs. This vacancy may be filled at the entry level, intermediate, or senior level depending on applicant's qualifications and experience.

The position will be required to attend meetings outside of normal working hours; work occasional evening and weekend hours; and will be required to travel statewide as necessary. A valid driver's license is required. This position is located in Las Vegas.

### **Education and Experience:**

For entry level (Court Research Analyst I), equivalent to possession of a bachelor's degree, preferably with major course work in business or public administration, statistics, mathematics, social sciences, or related field with a concentration in research methods and one year of professional or paraprofessional experience in research, development, evaluation, or revision of programs. Experience in a related field may be substituted for the education on a year-for-year basis. Court experience is desirable. Intermediate level (Court Research Analyst II) requires similar education and minimum 2 years experience; senior level (Court Research Analyst III) requires similar education and minimum 3 years experience.

### **Salary range:**

Court Research Analyst I \$41,906 - \$61,950 DOE, employee/employer paid retirement.  
Court Research Analyst II \$45,560 - \$67,692 DOE, employee/employer paid retirement.  
Court Research Analyst III \$49,694 - \$74,082 DOE, employee/employer paid retirement.

The stated salary range represents entry level to maximum compensation. Salary offers are based on a wide array of factors such as a candidate's experience, skills, education, as well as budget availability. Once hired, salary growth within the job classification will be based on performance.

The Supreme Court of Nevada offers the compensation package available for all State of Nevada Employees which includes a choice of health insurance plans, enrollment into the Public Employees Retirement System (PERS), eleven paid holidays, and paid annual and sick leave.

**Application Process:**

- Interested applicants must submit the **Supreme Court of Nevada Employment Application, their resume, and cover letter to:**

Cynthia Sampson, Personnel Analyst  
Administrative Office of the Courts  
Supreme Court Building  
201 South Carson Street, Suite 250  
Carson City, Nevada 89701-4702

**FAXES OR E-MAILS WILL NOT BE ACCEPTED**

**The deadline to submit applications is Friday, December 19, 2008. Applications received after December 19, 2008, will not be accepted.** The Supreme Court of Nevada employment application is available at [www.nvsupremecourt.us](http://www.nvsupremecourt.us).

**The Supreme Court of Nevada is an equal employment opportunity employer and does not discriminate on the basis of sex, age, religion, race or disability. If accommodation for a disability is needed during the application or examination process, contact the Personnel Analyst at 775.684.1744.**